



USAID
FROM THE AMERICAN PEOPLE

AFGHANISTAN

SOLICITATION NUMBER: 72030619R10038

ISSUANCE DATE: July 14, 2019

CLOSING DATE/TIME: July 28, 2019 (4:30 pm)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) **Project Development Specialist (Donor Government Coordination) - FSN-10 – (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kblaidfsnjobs@usaid.gov

Sincerely,

Dustin Kohls
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030619R10038**
- 2. ISSUANCE DATE: July 14, 2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 28, 2019 no later than 4:30 pm Kabul time.**
- 4. POSITION TITLE: Project Development Specialist (Donor Government Coordination) (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-10 (Step 1 – 13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one (1) year, with the possibility of extension up to a total of five (5) years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The Office of Program and Project Development (OPPD) provides Mission-wide support for strategic planning, strategy development, program and activity design, budgeting, monitoring and coordination of overall implementation of the portfolio of USAID assistance in Afghanistan. Within OPPD's Donor Coordination Unit (DCU), the incumbent provides support to the DCU team (Team Leader and Senior Policy Advisor) in managing donor coordination, aid effectiveness, and coordination/implementation of the Afghanistan National Peace and Development Framework (ANPDF). The incumbent helps to ensure United States Government (USG) policies and programs are adequately coordinated with the Government of Afghanistan (GoA) ten National Priority Programs (NPPs). Under the direct supervision of the Senior Policy Advisor, the incumbent performs significant cross-cutting tasks relating, but not limited to, aid effectiveness, anti-corruption, public-private sector partnerships, on-budget finance, regional coordination and support, gender, youth, capacity development, monitoring and evaluation and innovation.

2. Statement of Duties to be Performed

The incumbent assists the Donor Coordination Unit (DCU) with convening the annual Development Cooperation Dialogue (DCD) with the Ministry of Finance (MoF), coordinating closely with the OPPD Program Support Team (PST) and Budget team, as well as cognizant technical offices, to confirm that results in Afghan Info meet USAID quality standards, and supporting other ongoing tasks related to strengthening the reporting link between Phoenix and Afghan Info for the Recurrent Cost Window (RCW) and Investment Window (IW) funded through the Afghanistan Reconstruction Trust Fund (ARTF).

General Responsibilities: The incumbent works closely with technical teams, the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), the Resident Legal Office (RLO), and interagency to produce a package for USG – MoF DCD. Assisting the Agreement Officer Representative (AOR) and designated Activity Managers (AMs) of the ARTF in the periodic review of quarterly reports and in the monitoring of the ARTF Investment Projects and the Incentive Program (IP) including collecting, tracking, and verifying results entered into Afghan Info. The incumbent works closely with OPPD's Budget Team and Office of Financial Management (OFM) to strengthen the reporting link between Phoenix and Afghan Info for the ARTF RCW and IW projects. In addition, the incumbent coordinates with the Program Support Team (PST) and the AOR/AMs to ensure that the results of the ARTF-funded projects are posted in Afghan Info and that they meet USAID quality standards.

Donor Coordination activities: The incumbent may attend both internal and external meetings and draft meeting readouts and briefing notes for the OPPD/DCU and Front Office. In addition, the incumbent assists in cataloging, reviewing, disseminating, and summarizing ARTF documents and materials periodically received from the World Bank, which is the administrator of the ARTF. The incumbent leads the planning and organization of donor events and meetings hosted by USAID or with development partner representatives on behalf of the U.S. Embassy. Furthermore, the incumbent assists the DCU to implement and maintain the ARTF AOR project file documents in the Agency Secure Image and Storage Tracking System (ASIST).

The contractor is eligible for temporary duty (TDY) travel to U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent works as a full member of USAID/Afghanistan OPPD DCU team, and is supervised by the DCU Team Leader. Annual evaluations of the incumbent's work performance will be prepared by the DCU Team Leader based on 360 input from OPPD colleagues, donor and development partners, the MoF, and Mission technical offices the incumbent interacted with during the performance period.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country National (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: kblaidfsnjobs@usaid.gov . Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of a Bachelor's degree in business, political science, public administration, international affairs, economics and/or finance is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** The incumbent must have a minimum of five (5) years work experience in the design, implementation, monitoring or support of development activities/projects with a demonstrated professional experience in the area of international aid and development assistance work with donor organizations, government institutions, the World Bank, or other private non-government institutions. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Superior English speaking and writing skills are essential. Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** General knowledge in project and activity design, monitoring, and oversight processes in a USAID Mission. Knowledge of USAID procedures and regulations such as ADS 201 and ADS 308, including the elements of the Program Cycle. Broad knowledge of Internet terminology and computer applications, specifically Microsoft Office or Google office automation tools, and experience using other systems such as monitoring and evaluation tools, financial, engagement management systems, and document management systems.

- e. **Skills and Abilities:** The incumbent must be able to develop and maintain internal contacts, including with technical offices, the Resident Legal Office, OFM, and Contracting Officer. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Demonstrated capability for analysis of qualitative and quantitative information, experience planning and managing projects and tasks, and ability to write and speak effectively in a professional work environment.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- | | |
|------------------------|-------------------|
| • Work Experience | 40 points |
| • Knowledge | 30 points |
| • Skills and Abilities | 30 points |
| Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Project Development Specialist (Donor Government Coordination) OPPD FSN-10 (SOL#: 72030619R10038)**. Offers must be received by the closing date and time specified in Section I, item 3.

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

For Frequently Asked Questions (FAQs), please refer to below link:

https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYElRhN0b9PGdldAc-G0/edit?usp=sharing

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR and/or WinZip file will not be considered.
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3**.
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**

- d. Premium Pay
- e. Leave Benefits
- f. Medical Benefits
- g. Death and Disability Benefits
- h. Retirement and other end of service benefits
- i. Travel and TDY Benefits

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including contract clause “**General Provisions**,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**.-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.